1) How to Log in and Out Securely

To access the BridgeInspect™ Collector website, one must visit www.inbridges.com from an internet browser. Scroll down to the Official Online Inspection Website and click on the link. The user must type a valid username and password into the appropriate box and click Login. The user must log out after using the software by hovering over "Main" from the Main Page and clicking on the option called "Logout". Note: Internet Explorer 6.0 or higher should be used to run this web based application.

2) How to Navigate Back to the Main Screen

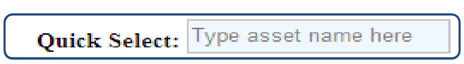
In order to get back to the Main Page at any point click on the INDOT logo found in the upper left hand corner. If one has an inspection report open, click on the "Main Menu" tab located in the top right hand corner of the page and one will be immediately transferred to the Main Page.

3) How to Find a Bridge

There are several ways to find a bridge within the software. The two most convenient ways are Quick Select and/or the Filter Function.

Quick Select uses alphanumeric text to return up to 20 assets which match what has been entered. Simply go to the box labeled "Quick Select" and type any part of the asset name. A list will appear below of up to 20 assets. Click the asset name from the list to view the asset report page.

Another common way to find a bridge is the filter function. Filtering should be used when a user know the information on a bridge, but don't know the bridge's name. The filter is located at the bottom of the main page and has two text boxes. Click in the Filter Assets: and choose a parameter from the list, such as *Feature Carried* or *Road Intersected*. Then click in the second box and type the information that relates to the parameter. Finally, click Filter to view the results. One might need to expand the tree to see bridges matching the results, especially if working in multiple counties.

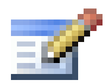


4) How to Start an Inspection Report

To begin an inspection report, first find the bridge using the Quick Select, filter or another method. By selecting the bridge, users will see a page or pop-up window showing basic information, as well as current and past inspection reports for that bridge. Scroll down to the report section of the page. This section will show if any reports exist and also the progress of the report. Next, click on the button labeled Create Report to begin a new inspection report.

Basic Inspection Report Info. Screen: Create Report Button

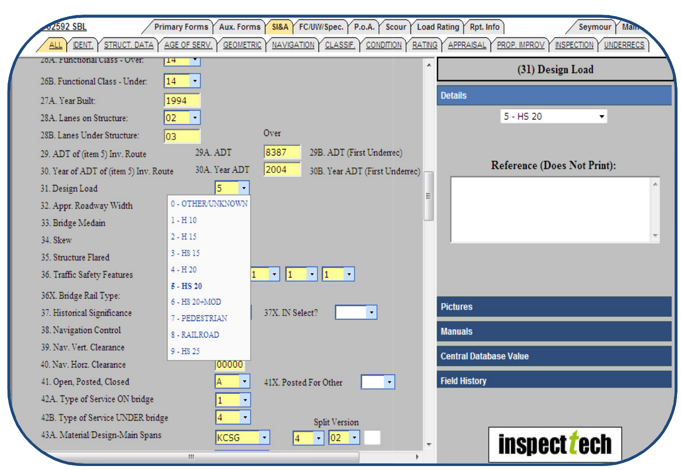
5) How to Edit an Existing Inspection Report



An inspector has the ability to edit a report any time before that report gets approved. Once the report is approved, it is the final, legal document. In order to edit a report, the inspector must locate the bridge by using either a search function or using the report tabs at the top of the main page (In Progress, In Progress on a Laptop, or Awaiting Approval). Once the report is located, the user should click on the Report/Pencil icon () located on the right hand side of the screen. Clicking this will open the report and allow the user to make the necessary changes or additions. Note: There is no save button in the inspection reports. Once the user activates a different field the information is automatically saved in the report and written to Central Database values once approved.

6) How to Navigate Through the Report Forms

To navigate through the forms in a report use the Main Tabs or Sub Tabs at the top center of the page. Each one of the main tabs has numerous Sub Tabs which are displayed below the Main Tabs. The selected tabs will be highlighted in yellow to show which form is active.



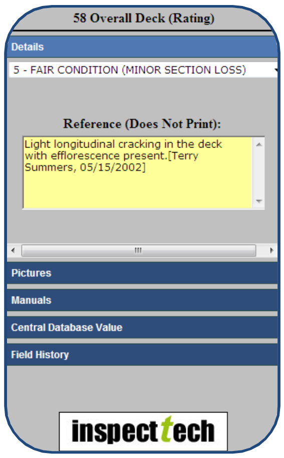
in and sub-tabs across the top.

7) How to Enter Data into a Form

Each form has data fields with a corresponding label. If data was prepopulated in a field then be highlighted yellow, if not, the field will be white. Click inside the data field to add/edit the appropriate data. Note: Some fields will have Field Choices to choose from others are free text fields. When data has been entered in a field, the user can hit the TAB key from the keyboard to tab to the next field. If data has been edited the field when then render white. The user has the ability to tab or click through the entire form.

8) The Right-Hand Sidebar

The "Right-Hand Sidebar" displays any additional information that is associated with a specific field. When a field is selected within a report, the right-hand sidebar becomes occupied. This will show the "Details" about the field as well as provide the ability to view any "Pictures", "Manuals", "Central Database Values", or "Field History" attached to the specific field. To view and to add information to one of these options, click on the Blue labeled tab in the sidebar and the section will expand.



View of the Right-Hand Sidebar

9) How to Attach a Photo or Supporting File to an Inspection Report

Open the inspection report and click on the "Report Info" tab and then the "Pictures" sub-tab. Next, select the "Browse" button and locate the picture/file from the computer that you want to attach to the report. Choose the type of file as well as file date. Users should add a description of the file and click "Attach". Note: it may be easier to locate the correct picture by using the thumbnail view option in the window file dialog.

10) How to Attach Multiple Photos/Files at the Same Time

The user has the ability to attach all pictures/files from an inspection quickly and efficiently. Begin by navigating to the "Pictures" sub-tab in the report, and then select the white tab in the window pane labeled "Attach Multiple Files/Pictures". Next click on the "Browse" button and choose the photos/files you want to attach to the report or click the "Select All" button. Users should add descriptions for each photo by clicking the "Edit Description" link. Finally, click on the "Attach" button and go to the "Pictures" tab again to verify all pictures have properly uploaded. Note: In order to do this function *Image Uploader ActiveX* must be installed on the computer. If not, go to the "Help" menu and go to the "Help on Getting Multiple Photo Upload Working".

11) How to Link a Photo to a Specific Field

The software allows users to link or associate photos directly to a data field. Multiple photos may be attached to the same field; also the same photo may be linked to as many fields as necessary. In order to link a photo to a specific field, that photo must already be attached to the report. To link a photo, start by selecting the field within the report. In the right hand sidebar for that field will be a tab called "Pictures". Click on this tab and the area will expand. Next, click on the "Select New Picture" button and choose the picture (from the ones that are attached to the report) to link to the field. Note: InspectTech recommends attaching photos to an inspection report prior to editing any field.

12) How to Submit a Report for Review / Approval

Locate the asset's inspection report and click on the Hammer/Wrench ( ) icon on the right side of the same row. This will open a drop down which will allow users to choose between various options; one of them being "Submit for Report for Review". Click on the radio button next to this option and select the correct person/role to submit the report.

13) How to Perform an Error Check

To perform an error check, one must first select the "edit" option for the asset report. When the inspection report is opened, click on the tab labeled "Report Info" and choose "Error Check" from the list of sub-tabs, the error check will automatically begin. The error check will show any errors or warnings, as well as the location for quick correction capabilities.

14) How to Print/View Report Sections

Locate the asset from the Main Page and click on the wrench icon. Choose the option "View Report PDF". A pop-up window will appear which allows the user to view all sections or individual sections of the Output Report. The window will also allow users to set the ordering of the sections, add more sections or attachments, and exclude sections the user wishes to exclude from the Output Report. Finally, click on the "View PDF" button and the report will open as a PDF. From this point you will be able to print the report. Note: all report sections will be selected by default for viewing/printing when the window opens.

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For assistance please email requests to help@inbridges.com or contact INDOT Central Office staff by phone at (317) 232-5224. Also be sure to stay up to date by visiting Indiana Bridge Inspection Applications website www.inbridges.com.

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